FAQ – Centro Servizio S.B.A.

1. **Where are the libraries of the University of Campania studies Luigi Vanvitelli?**
   Addresses and locations of libraries of the Second University of Naples are available on the following [web page](#).

2. **What are the opening hours of libraries of the University of Campania studies Luigi Vanvitelli?**
   The opening hours of libraries of the University of Campania studies Luigi Vanvitelli are in this [web page](#).

3. **Which services generally offer the libraries of the University of Campania studies Luigi Vanvitelli?**
   The services that libraries offer their users in general are: access and consultation of books and serials, consultation of catalogues, reference databases, orientation and bibliographic research assistance, the local loan, interlibrary loan, photocopies of library materials, document delivery.

4. **All the books can be borrowed?**
   No, they can't. Documents excluded from loan are: yearbooks, encyclopedias, dictionaries, bibliographies, catalogues, dissertations, old and rare books, loose-leaf publications and all publications that for some reason must remain in the library.

5. **How can I borrow books at the University Libraries?**
   To know the category of users admitted to the loan, please see the [Regolamento di funzionamento dello SBA e delle Biblioteche di Ateneo](#) (Regulation of libraries) linked in the section Funzionamento strutture didattiche, di ricerca e di servizio.

6. **How do I know if the University of Campania studies Luigi Vanvitelli could have the book I'm looking for?**
   You have to connect to the (OPAC) on-line Catalogue Sebina, enter the data that identify the document you want in the appropriate fields (author, title, etc.), and search; inexpert users may consult the [online help](#).

7. **How do I know which are the latest books purchased by the libraries?**
   You connect to the OPAC, click on the top right of the screen [Bollettino novità](#) (News Bulletin) and follow all the directions of the pull down menu to search.

8. **I have found a book that interests me, how do I know where it is?**
   Clicking on the title of the book, appears the card of the bibliographic description of the book, in the upper left, next to: [Clicca qui per la disponibilità](#) (Click here for availability) is the name of the library, clicking on the name of the library, you will see the physical location of the volume, and whether or not loanable. Clicking again on the name of the library you will get the direct link to the web page of the Library, if it exists.

9. **Can I consult the (OPAC) catalogue online of the libraries of the University of Campania studies Luigi Vanvitelli at home?**
   Yes, just going to the OPAC of University of Campania studies Luigi Vanvitelli. The access is public.

10. **The book I was looking for is not in your catalogue, where can I find it?**
    Try to find it in the [catalogues of other libraries in Campania](#).
11. The University of Campania studies Luigi Vanvitelli has an online catalogue containing the titles of its thesis?
No. The University of Campania studies Luigi Vanvitelli has no specific catalogue of the thesis, but some thesis have been catalogued in the OPAC of the University. To search them, write: tesi di laurea, in the words of title.

12. The University of Campania studies Luigi Vanvitelli has e-books?
Yes, the University of Campania studies Luigi Vanvitelli has got e-books. They can be found by searching in AtoZ and in the main catalogue Sebina, which also includes some e-books freely available on the web. They are all catalogued individually just like printed books, but with a button “Oggetto digitale” which allows the full text download. In addition, many e-book packages are listed by subject on E-book web page. The University of Campania studies Luigi Vanvitelli has also purchased some electronic encyclopedias, available in the following page: Enciclopedie

13. What are the electronic resources of the University of Campania studies Luigi Vanvitelli?
The University of Campania studies Luigi Vanvitelli has thousands of periodicals and numerous databases in electronic form, linking to web page of Electronic resources is possible to know everything that is available, including electronic databases offered in trial and how to access.

14. Can I see the list of electronic journals and databases at home?
Yes, just connect to the Catalogue aggregator Full text finder AtoZ, or to page of Electronic resources and see if the journal title is present in the lists, the access is public.

15. Which computer can access the full-text electronic resources of the University of Campania studies Luigi Vanvitelli?
All computers of the University, all electronic resources are enabled through the IP (Internet Protocol) address.

16. Who can access the full-text electronic resources of the University of Campania studies Luigi Vanvitelli?
Have access to the full text electronic resources: professors, researchers, graduate students, students, administrative staff. To connect from home, you need an authorization. You can easily get it, writing an email with your data to urt@unicampania.it. The staff will send you credentials to obtain access. To configure your PC or device click here: Guida proxy PC (Proxy PC Guide) – or Guida proxy dispositivi portatili (Proxy Device Guide).

17. What is an electronic journal?
Electronic journals, also known as e-journals, and electronic serials, are scholarly journals or intellectual magazines that can be accessed by electronic transmission. In practice, this means that they are usually published on the Web. Most electronic journals are published in HTML and/or PDF formats, but some are available in only one of the two formats.

18. When I consult a database, which language should I use for research?
The language used by the database to index the documents, is usually English.

19. If I need one or more papers of a magazine that libraries of the University of Campania studies Luigi Vanvitelli do not have, what do I do?
The University of Campania studies Luigi Vanvitelli has Nilde service for document delivery. To join the service, you must create a personal account from the Nilde’s web page and select the drop down menu
one of the libraries or the Centro Servizio S.B.A. Also you can request a paper by email to all libraries or to the Centro Servizio S.B.A. (centro.sba@unicampania.it), which offer the document delivery’s service. The request must be sent from an institutional email address: firstname.lastname@unicampania.it.

20. Are there supports and services for people with disabilities in the libraries of the University of Campania studies Luigi Vanvitelli?
For information on services for the disabled users, please consult our web site page.

21. The libraries of the University of Campania studies Luigi Vanvitelli organize training courses for users? Yes, almost all libraries organize courses to users. For information contact the individual sites of Libraries using this web page.